BAY AREA AIR QUALITY

TRANSPORTATION FUND FOR CLEAN AIR

2005

Transportation Fund for Clean Air

Program Manager Fund
Expenditure Program Guidance

Bay Area Air Quality Management District
939 Ellis Street, San Francisco, CA 94109
January 2005

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REMINDER CHECKLIST

- ❑ Submit your Expenditure Program on computer diskette and paper copy.
- ❑ Submit the Expenditure Program packet to the Bay Area Air Quality Management District no later than **Monday, May 2, 2005 at 4pm.**
- ❑ Executive Director must sign and date the Summary Information Page.
- ❑ Packet should include:
  - ❑ Governing Board approval resolution
  - ❑ Summary Information Page
  - ❑ Summary Information Addendum Page – list unallocated funds from projects completed under budget, cancelled, or funds not previously allocated
  - ❑ Project Information Sheet for each project
  - ❑ Individual Project Worksheet for each project (note exceptions described below)
- ❑ Line 1d of the Summary Information Page (Actual FY 04/05 DMV revenues) will not be available until March 2005 due to a lag in receipt of data from DMV. The Air District will provide this as soon as we receive the information.
- ❑ Submit cost-effectiveness worksheets for each project except the following: TFCA Program Manager administrative costs; alternative fuel infrastructure projects; and light duty clean air vehicle projects with a GVW of 10,000 or less. Inputs and assumptions used in the analysis must be consistent with Air District instructions/default assumptions/guidelines, or you must document and explain any deviation from these.
- ❑ List any electric vehicle or compressed natural gas vehicle infrastructure project as a separate project. Do not combine infrastructure with any project to purchase clean air vehicles. Emission reductions and cost effectiveness are not calculated for these infrastructure projects. The emission reductions associated with infrastructure projects are attributed to the clean air vehicles that use the infrastructure.
- ❑ As outlined in TFCA Policy #34, any new or modified shuttle/feeder bus service must have transit agency endorsement and must demonstrate compliance with the listed particulate matter standards using one (or more) of the options identified.

I. PROGRAM MANAGER FUND SUMMARY

This document describes the Transportation Fund for Clean Air (TFCA) Program Manager Fund and explains how to prepare an expenditure program for the FY 2005/06 funding cycle.

Eligible Project Types

The following project types are eligible for funding under the Program Manager Fund, as outlined in CA Public Health and Safety Code Sections 44241 and 44242:

- Implementation of low emission and zero-emission vehicle projects.[1]
- Implementation of ridesharing programs.[2]
- The purchase or lease of clean fuel buses for school districts and transit operators.
- The provision of local feeder bus or shuttle service to rail and ferry stations and to airports.
- Implementation of local arterial traffic management, including but not limited to; signal timing, transit signal preemption, bus stop relocation and "smart streets."
- Implementation of rail-bus integration and regional transit information systems.
- Demonstration projects in telecommuting and in congestion pricing of highways, bridges, and public transit. No funds expended pursuant to this paragraph for telecommuting projects shall be used for the purchase of personal computing equipment for an individual's home use.
- Implementation of bicycle facility improvement projects that are included in an adopted countywide bicycle plan or congestion management program.
- The design and construction by local public agencies of physical improvements that support development projects that achieve motor vehicle emission reductions. The projects and the physical improvements shall be identified in an approved area-specific plan, redevelopment plan, general plan, traffic calming plan, or other similar plan (e.g., bicycle plan or pedestrian plan). Note: this category is usually referred to as the "smart growth" category.

[1] Low emission, alternative fuel vehicles with a gross vehicle weight greater than 10,000 lbs. are eligible for TFCA Program Manager Funds and/or the separate (TFCA-funded) Regional Fund. Incentives for vehicles with a gross vehicle weight of 10,000 pounds or less are available via either the TFCA Program Manager Fund or the separate (TFCA-funded) Vehicle Incentive Program (VIP). See page 16 for additional information on these separate TFCA-funded programs.

[2] For purposes of TFCA Program Manager Fund applications, "ridesharing" means carpooling, vanpooling, or transit. Other trip reduction projects, consistent with the county's adopted Congestion Management Program, are also eligible (e.g., police bicycle patrol projects).

Cost-Effectiveness

Program Managers must ensure that the cost-effectiveness of each individual project in their expenditure program achieves $90,000 or less per ton of emissions reduced based upon the TFCA funds allocated. The following are excluded from the cost-effectiveness calculation: TFCA Program Manager administrative costs; alternative fuel infrastructure projects; and light duty clean air vehicle projects with a GVW of 10,000 or less.

Schedule for FY 2005/06 TFCA Program Manager Fund Cycle

February 17, 2005	Application packets mailed out by Bay Area Air Quality Management District (Air District)
May 2, 2005	**Deadline for Program Managers to submit packets**
June 2005	Funding allocations approved by Air District Mobile Source Committee (tentative)
July 2005	Funding allocations approved by Air District Board of Directors (tentative)

Expenditure of Funds – Time Limits

County Program Managers can only incur project costs as of the date of approval by the Air District Board of Directors. The Air District will not fund any portion of a Program Manager or applicant's cost of preparing and submitting an application. Program Managers must expend the funds within two years of the effective date of the funding agreement, unless the Air District approves a longer period upon appropriate written request from respective Program Manager.

Administrative Cost Limit

Program Managers' administrative costs are limited to a maximum of five percent (5%) of total actual TFCA funds allocated to the Congestion Management Agency (CMA) in a given fiscal year. Program Managers calculate an estimate of available funds for administrative costs at the beginning of the fiscal year on Line 6 of the Summary Information Page (sent by e-mail). The Air District must approve all administrative costs in advance.

How Program Managers Receive Funds

Funds allocated in FY 2005/06 are Department of Motor Vehicles (DMV) surcharge fees generated during calendar year 2005. The Air District will forward funds to the County Program Managers in two payments; one in the fall of 2005 and one in the spring of 2006. Each payment will represent forty percent (40%) of the revenues transmitted from the DMV to the Air District, less Air District's management and audit costs.

Unallocated Funds

Any funds allocated to the Program Managers in the two payments and not spent are considered unallocated. Program Managers may choose to add additional projects after the submittal of their original expenditure program. This is allowable if the cost can be covered by unallocated funds. Any such requests should be in writing from the Program Manager to the Air District TFCA contact for that county. At the end of the

year any funds that remain unallocated are then available for the next year's funding cycle.

Monitoring and Reporting Requirements

All Program Managers are required to submit a Quarterly Funding Status Report form. This form will be e-mailed to each Program Manager on a quarterly basis. The form documents if project funds are reprogrammed, and how reprogrammed funds are assigned. A copy of this form is attached in Appendix A.

Program Managers must also submit annual progress reports as specified in the Funding Agreement. For each project, the Annual Report includes one of the following forms: completed projects require the Project Monitoring Form, and ongoing projects require the Project Status Reporting Form. A delay in receiving reports from the project sponsor may result in a delay of approval for project funds in the next funding cycle. The Project Monitoring Form for each specific project type is identified on page 8, subsection J. The Air District will issue guidance for the Annual Report in August 2005. The reports will be due on Tuesday, November 1, 2005.

Audits

Each project that receives TFCA Program Manager funds will be subject to a fiscal audit every two years and may be subject to a performance audit. The Air District will select an independent auditor to conduct the fiscal audit. The fiscal audit will verify that each Program Manager project is in compliance with the terms of the applicable project funding agreement and the provisions of the TFCA [Health and Safety Code Sections 44220 through 44242]. It will also verify that administrative costs have not exceeded five percent (5%) of the total actual TFCA funds allocated to the CMA in a given fiscal year. Air District staff/contractor will conduct a performance audit to verify that projects have been implemented as approved. In the performance audit, projects are evaluated for compliance with monitoring requirements set forth in the funding agreement and to determine their effectiveness in reducing emissions from motor vehicles.

Additional Information

Program Managers are strongly encouraged to discuss their expenditure programs with Air District staff prior to submittal. Please direct your questions to the Air District contact for your county:

County	**Air District Contact**
San Francisco San Mateo Sonoma Marin	Andrea Gordon (415) 749-4940 agordon@baaqmd.gov
Alameda Napa	Vanessa Mongeon (415) 749-4982 vmongeon@baaqmd.gov
Contra Costa Santa Clara	Karen Chi (415) 749-5121

Solano	kchi@baaqmd.gov

II. TIPS FOR SPECIFIC PROJECT TYPES

This section provides tips for each of the major eligible project types. Under each project type, "Basic Eligibility" identifies the applicable policies. "Strengthening Your Projects" specifies the particular criteria that Air District staff have determined to be cost-effective, based on our experience in administering the TFCA program. This information is advisory in nature. The purpose of information in this section is to provide Program Managers with tools to help potential applicants within their jurisdictions identify the types of projects that are likely to result in a cost-effective use of TFCA funds.

Please note that there are project types eligible for TFCA funding for which no specific information is provided under "Strengthening Your Projects". This is because these project types vary so significantly that no specific tips would be useful.

Shuttle/Feeder Bus

Basic Eligibility: Shuttle/feeder bus projects must meet the requirements outlined in TFCA Policy #34.

Strengthening Your Projects: Projects with the following characteristics are typically more cost-effective in reducing emissions:

- Documented ridership such that TFCA funding does not exceed $1.50 TFCA per passenger (total annual boardings)
- Shuttle operates during the peak-periods only
- Shuttle service can demonstrate that ridership has held steady or increased in recent years
- Service is provided using clean fuel, low emission vehicles (natural gas, electric, or hybrid electric). Use of alternative fuel shuttle vehicles is not a requirement, provided that applicant demonstrates compliance with the particulate matter standard as outlined in Policy #34.

Transit or Vanpool Incentive Programs

Basic Eligibility: Transit or vanpool incentive program projects must meet the requirements outlined in TFCA Policy #19.

Strengthening Your Projects: Projects should demonstrate a strong potential to shift trips from single occupant vehicles to an alternative mode of transportation in a cost-effective manner. Projects with the following characteristics are typically more cost-effective in reducing emissions:

- At least 50% of the incentive is provided by a match from the employer (or other non-TFCA source)
- Program administrative and overhead expenses represent no more than 25% of the project cost (i.e., at least 75% of the funds are directly expended for incentives)
- Program targets existing drive-alone commuters

Bicycle Facility Improvements

Basic Eligibility: Projects for bicycle facility improvements must meet the requirements outlined in TFCA Policy #35.

Strengthening Your Projects: Bicycle projects with the following characteristics are typically most cost-effective:

- Install Bicycle Lanes (in adopted bicycle plan or congestion management plan):

  Install new bike lanes on streets with average daily traffic volume of 10,000 or more vehicles/day

  Requested TFCA funds do not exceed $30,000 per mile of project length

- Install Bicycle Lockers:

  Documented demand for the lockers (e.g., a waiting list)

  TFCA cost does not exceed $1,000 per locker (or $2,000 for a unit that accommodates two bikes)

- Install On-Street Bicycle Racks: Total cost (rack, installation, and overhead) does not exceed $250 per rack (two-bike capacity per rack)

- Provide Bicycle Racks on Transit Buses: Total cost (hardware, installation, and overhead) does not exceed $800 TFCA per unit (two-bike capacity rack)

Clean Air Vehicle Projects

Basic Eligibility: Projects for clean air vehicles must meet the applicable requirements outlined in TFCA Policies #25 through #33.

Strengthening Your Projects: Buses, medium-duty and heavy-duty vehicle projects must identify an engine certified to the California Air Resources Board's optional reduced-emission NO_x plus nonmethane hydrocarbon (NMHC) standard for 2004 (1.8 g/bhp hr, or lower). The following projects are most cost-effective:

- For replacement of Heavy-Duty Vehicles: Transit buses, school buses, street sweepers, etc. with GVW greater than 10,000 lbs.

  TFCA funds cover the incremental cost of the vehicle only for natural gas or propane engines

  Vehicle is certified lower than CARB's optional reduced-emission NO_x plus NMHC standard for 2004

  Must demonstrate emissions reduction compared to an equivalent diesel engine

- Acquisition of Light-Duty Alternative Fuel Vehicles: Cars, trucks, and vans with a GVW of 10,000 lbs or less (natural gas, electric, or hybrid-electric): TFCA funds do not exceed the amount specified in TFCA Policy #28 (i.e., incentive amount offered via Air District's Vehicle Inventive Program)

- Slow-Fill Natural Gas Fueling Infrastructure:

  TFCA cost should not exceed $10,000 per unit

  Infrastructure should be made available, to the maximum extent feasible, to other public and private fleets, and to the general public (TFCA Policy #25)

- Fast-Fill Natural Gas Fueling Infrastructure: Infrastructure should be made available, to the maximum extent feasible, to other public and private fleets, and to the general public (TFCA Policy #25)

Smart Growth

Basic Eligibility: Projects for smart growth or traffic calming must meet the requirements outlined in TFCA Policy #37.

For smart growth projects including bicycle elements, see Bicycle Facility Improvements on page 5.

Strengthening Your Projects: Smart growth and traffic calming projects should demonstrate a strong potential to reduce motor vehicle trips by improving mobility via walking, bicycling, and transit.

Arterial Management

Basic Eligibility: Projects for arterial management must meet the requirements outlined in TFCA Policy #36.

For arterial management projects that include bicycle elements, see Bicycle Facility Improvements on page 5, and for projects that include pedestrian elements, see Smart Growth Projects above.

For transit bus signal prioritization projects, use the Trip Reduction cost-effectiveness worksheet (wstr05.xlt, see page 9). Emissions reduction for transit bus signal prioritization projects are estimated based on vehicular trip reduction.

Strengthening Your Projects: Arterial management projects should demonstrate a strong potential to reduce motor vehicle trips by improving transit, bicycling, and pedestrian mobility.

Transit bus signal prioritization projects should demonstrate a strong potential to increase transit ridership by shifting trips from single occupant vehicles to transit bus. Projects should increase the average speed of the transit service along the project corridor.

III. APPLICATION INSTRUCTIONS

Application Process

This section includes application instructions for preparing Program Manager expenditure programs. Application documents that require input will be sent to you by e-mail.

Applications must be received at the Air District's offices by **4:00 P.M. on Monday, May 2, 2005.** This ensures that our Board can take action on your projects at their first meeting in July 2005. Applications via fax machine will not be accepted. Submit your expenditure program on diskette and hardcopy to:

Juan Ortellado
Grant Programs Manager
Bay Area Air Quality Management District
939 Ellis Street
San Francisco, CA 94109

Hand delivered applications should be brought directly to the Transportation Fund for Clean Air, 7th floor, 939 Ellis Street, San Francisco.

Note: Air District staff will perform an independent evaluation of the individual cost effectiveness worksheets.

Instructions for Completing Project Information Sheets

A. Project Number

Consecutively number projects funded with year, county code, and number, e.g., 05MAR01, 05MAR02 for Marin County. Zero (i.e., 05MAR00) is reserved in the Air District's database for Program Manager TFCA funds allocated for administration costs.

B. Project Sponsor

Name of the agency sponsoring the project.

C. Project Contact

List a contact person with the project sponsor who is responsible for the day-to-day activities of the project.

D. Contact Phone Number and E-Mail

List the area code, phone number, and e-mail address for the project contact.

E. Project Title

Provide a concise, descriptive title for the project (e.g., "Elm Ave. Signal Interconnect" or "Purchase Two Electric Light Duty Pick-Up Trucks").

F. TFCA $ Allocated

Amount of TFCA funding (Program Manager Funds) allocated.

G. Total Project Cost

Estimated total project cost. Include any funds that the project sponsor(s) or others are contributing to the project. List other funds by source. [Please note if the project sponsor will apply for TFCA Regional Funds for this project. List any other source of funds available in the event TFCA Regional Funds are not secured to complete the project.]

H. Project Description

Project descriptions should be concise, specific, and describe measurable actions and outcomes of the project in terms of serviced provided and trips and emissions reduced. Project descriptions are to include information regarding what, how many, frequency, location, expectations, size of target population, etc. as appropriate. Background information or justification should be brief. For shuttle/feeder bus projects, indicate the hours of operation, frequency of service, and rail station and employment sites/area served. See project description in the sample Project Information Sheet attached in Appendix B.

I. Project Schedule

List a start date and final report due date for each project.

J. Final Report Content

Reference the appropriate Project Monitoring Form that will be completed and submitted after project completion.

Form 1 – Ridesharing, Shuttles, Transit Information, Rail/Bus Integration, Smart Growth, and Traffic Calming Projects
Form 2 – Clean Air Vehicle Projects
Form 3 – Bicycle Projects
Form 4 – Arterial Management Projects

K. Project Cost-Effectiveness

Provide a copy of a completed cost-effectiveness worksheet for the project. Cost-effectiveness worksheets are <u>not</u> needed for the following project types: funding incentives for clean air vehicle passenger cars, pick-up trucks, and vans with a GVW of 10,000 lbs. or less; electric or natural gas vehicle fueling facilities.

L. Comments

Provide any additional information or comments as necessary.

Instructions for Individual Project Cost-Effectiveness Worksheets

Consult the following instructions before entering data into the worksheets for estimating emission reductions for TFCA projects. Five MS Excel worksheets will be provided to Program Managers by e-mail. The worksheets can be used to calculate project emission reductions and TFCA cost effectiveness (TFCA $/ton of emission reductions).

Project Type	**Worksheet Name**
Ridesharing, Shuttles, Bicycle, Smart Growth, and Traffic Calming Projects	wstr05.xlt
Arterial Management:	
Signal Timing	wsam05.xlt
Transit Bus Priority	wstr05.xlt
Bus and Heavy Duty Vehicle Worksheet	wshdv05mi&gal.xlt
Reducing Emissions from Existing Diesels Worksheet	wsreed05mi&gal.xlt

Worksheets must be completed for all project types with the exceptions noted below. Worksheets are not required for the following:

- Refueling infrastructure to support clean air vehicles
- Light duty clean air vehicles with a gross vehicle weight of 10,000 lbs. or less
- Program Manager TFCA administrative costs

Only make entries in the shaded areas of the worksheets. Be sure to save the worksheet with a new file name as soon as you enter any data. The new filename should begin with the application number (i.e., 05NAP01), formatted as described below under General Project Information. Each worksheet contains four sections: General Project Information, Cost Effectiveness Inputs, Emission Reduction Calculations, and Cost Effectiveness Results. Inputs to the General Information section do not affect the cost effectiveness calculation for the worksheets. The Cost Effectiveness Inputs and Emission Reduction Calculations inputs are required inputs for the cost effectiveness calculation on each worksheet. Please explain your assumptions in the Notes section of the worksheet. Guidance on inputs is provided below:

General Project Information

Project Sponsor: Agency requesting TFCA funds

Project Title: Short descriptive title of project

Proj. Sponsor Contact: Name of individual responsible for implementing the project

Proj. Sponsor Phone #: Phone number of project sponsor contact

Proj. Sponsor E-mail: E-mail address of project sponsor contact

Application #: The application number is composed of three parts:

1st - fiscal year in which project will be funded (Ex: 05)

2nd - county implementing project (Ex: SOL for Solano)

3rd - two digit number identifying project (Ex: 06)

(Example: 05MAR04 = fiscal year **2005/06**, **Mar**in, Project #**04)**

Use the following abbreviations to identify counties:

ALA - Alameda	CC - Contra Costa	MAR - Marin
SC - Santa Clara	SON – Sonoma	NAP - Napa
SM - San Mateo	SF - San Francisco	SOL - Solano

Project Type Code: Insert the following codes for the corresponding project type. If none of the codes is appropriate, leave blank.

Code	Project Type	Code	Project Type
0	Administrative costs	6g	Shuttles services – Other fuel type
1a	NG buses (transit or shuttle buses)	7a	Class 1 bicycle paths
1b	EV buses	7b	Class 2 bicycle lanes
1c	Hybrid buses	7c	Class 3 bicycle routes
1d	Fuel cell buses	7d	Bicycle lockers
1e	Buses – other clean fuel	7e	Bicycle racks
2a	NG school buses	7f	Bicycle racks on buses
2b	EV school buses	7g	Attended bicycle parking (“bikestation”)
2c	Hybrid school buses	7h	Other type of bike project (e.g., bike loop detectors)
2d	Fuel cell school buses	8a	Signal timing (Regular projects to speed traffic)
2e	School buses – other clean fuel	8b	Arterial Management – transit bus priority
3a	Other heavy-duty – NG (street sweepers, garbage trucks)	9a	Smart growth – traffic calming
3b	Other heavy-duty – EV	9b	Smart growth – pedestrian improvements
3c	Other heavy-duty – Hybrid	9c	Smart growth – other types
3d	Other heavy-duty – Fuel cell	10a	Rail-bus integration
3e	Other heavy-duty – Other clean fuel	10b	Transit information / marketing
4a	Light-duty vehicles – NG	11a	Telecommuting demonstration
4b	Light-duty vehicles – EV	11b	Congestion pricing demonstration
4c	Light-duty vehicles – Hybrid	12a	Natural gas infrastructure
4d	Light-duty vehicles – Fuel cell	12b	Electric vehicle infrastructure
4e	Light-duty vehicles – Other clean fuel	12c	Other alternative fuel infrastructure
5a	Implement TROs (pre-1996 projects only)	15a	Diesel Repower – Transit Bus
5b	Regional Rideshare Program	15b	Diesel Repower – Shuttle Bus
5c	Incentive programs (for any alternative mode)	15c	Diesel Repower – School Bus
5d	Guaranteed Ride Home programs	15d	Diesel Repower – Heavy-Duty Vehicle
5e	Ridesharing – Vanpools (if cash incentive only, use 5c)	15e	Other Repower (Repower with natural gas engine)
5f	Ridesharing – School carpool match	16a	Retrofit – Transit Bus
5g	Other ridesharing / trip reduction projects	16b	Retrofit – Shuttle Bus
5h	Trip reduction bicycle projects (e.g., police on bikes)	16c	Retrofit – School Bus
6a	Shuttles services – diesel powered	16d	Retrofit – Heavy-Duty Vehicle
6b	Shuttles services – gasoline powered	17a	Fuel Substitute – Transit Bus
6c	Shuttles services – NG powered	17b	Fuel Substitute – Shuttle Bus
6d	Shuttles services – EV powered	17c	Fuel Substitute – School Bus
6e	Shuttles services – Fuel cell powered	17d	Fuel Substitute – Heavy-Duty Vehicle
6f	Shuttles services – Hybrid vehicle		

Calculated by: Initials of person responsible for worksheet inputs.

Cost Effectiveness Inputs

 # Years Effectiveness: Years of effectiveness for project. See table on pages 12-15.

Total Project Cost: Total cost of project including TFCA funding, sponsor funding, and funds contributed by other entities.

TFCA Cost: TFCA 40% Program Manager Funds and the 60% Regional Funds (if any) listed separately.

Emission Reduction Inputs

Instructions for completing the Air District's worksheets for calculating emissions reductions are provided in the attached table on pages 12-15.

Default values for years of effectiveness are provided in the table below for the different project types. (No defaults for Smart Growth projects.)

Please provide an explanation of your assumptions in the section of the worksheet titled "Notes".

Emission Reduction Inputs

Project Type/Worksheet Name	Input Data Needed	Default Assumptions
Ridesharing / Trip Reduction Project Type = 5, 8b, 9, 11a, or 11b Worksheet = wstr05.xlt Note: For ridesharing, the Air District generally assumes that the maximum number of vehicle trips reduced per day is 1% of target population.	**<u>Ridesharing</u>** • # Years Effectiveness • # Trips/Day (1-way) eliminated [% of target population (# employees)] • Days/Yr • Trip Length (1-way)	 • Enter in Cost Effectiveness Inputs, 1 yr • Enter in Step 1-Column A, 1% of target population • Enter in Step 1-Column B, 240 days (max.) • Step 1-Column C, Default = 14 miles * (based on MTC data of 13.7 mi. avg. one-way commute dist.)
	<u>School-Based Ridesharing</u> • # Years Effectiveness • # Trips/Day (1-way) eliminated [% of target population (total # students)] • Days/Yr • Trip Length (1-way)	 • Enter in Cost Effectiveness Inputs, 1 yr • Step 1-Column A, No Default • Enter in Step 1-Column B, 180 days (max.) • Step 1-Column C, 1-3 miles
	<u>Transit Incentive Campaigns</u> • # Years Effectiveness # Trips/Day (1-way) eliminated [% of target population] • Days/Yr • Trip Length (1-way) • # New Trips/Day (1-way) to access transit • Days/Yr (new trips) • Trip Length (1-way) for new trips	 • Enter in Cost Effectiveness Inputs, 1 yr • Step 1-Column A, No Default • Enter in Step 1-Column B, 90 days (max.) • Step 1-Column C, No Default • Step 2-Column A, No Default • Enter in Step 2 - same as # days used in Step 1 • Step 2-Column C, Default = 3 miles
	<u>Guaranteed Ride Home Programs</u> • # Years Effectiveness • # Trips/Day (1-way) eliminated • Days/Yr • Trip Length (1-way)	 • Enter in Cost Effectiveness Inputs 1 year • Enter in Step 1-Column A, 0.2% of target population. • Enter in Step 1-Column B, 240 days (Max.) • Step 1-Column C, Default = 14 miles
	<u>Transit Bus Signal Prioritization</u> • # Years Effectiveness • # Trips/Day (1-way) eliminated • Days/Yr • Trip Length (1-way)	 • Enter in Cost Effectiveness Inputs, 10 yrs • Step 1-Column A, No Default • Enter in Step 1-Column B, 250 days (Max.) • Step 1-Column C, No Default

Emission Reduction Inputs

Project Type/Worksheet Name	Input Data Needed	Default Assumptions
Bicycle Projects Project Type =7 Worksheet = wstr05.xlt Air District methodology to estimate the number of trips reduced for bicycle paths, bicycle lanes, and bicycle routes is based upon 3 factors: - the type of facility (Class 1, 2, or 3) - the length of the project segment - the traffic volume (ADT) on the facility. For Class 1 projects, use the ADT on the most appropriate parallel road. For gap closure projects (where project will close a gap between two existing segments of bikeway), use the length for the total facility. Note: the maximum number of vehicle trips reduced per day is 240. The Air District generally assumes that no bike project will reduce more than 240 vehicle trips per day. The Air District normally uses an average trip length of 3 miles (one-way) for bicycle projects.	**<u>Bicycle Projects (Lanes, Paths, Routes)</u>** • # Years Effectiveness Class 1 bike path (or bike bridge) Class 2 bike lane • Class 3 bike route Length of project segment (to nearest 0.1 mile) Traffic volume (ADT) on project segment • # Trips/Day (1-way) eliminated Class 1 bike path & Class 2 bike lane ADT < 12,000 vehicles per day Class 1 bike path & Class 2 bike lane ADT > 12,000 and < 24,000 Class 2 Bike lane w/ ADT = 24,000 + Class 3 Bike route • Days/Yr • Trip Length (1-way)	• Enter in Cost Effectiveness Inputs: 15 years for Class 2 & Class 3 projects 20 years for Class 1 projects (trails/paths) • Enter in Step 1-Column A: Length < 1 mile = 0.4% ADT Length >1 and <2 miles = 0.6% ADT Length >2 miles = 0.8% ADT Length < 1 mile = 0.3% ADT Length >1 and <2 miles = 0.45% ADT Length >2 miles = 0.6% ADT Length < 1 mile = 0.25% ADT Length >1 and <2 miles = 0.35% ADT Length >2 miles = 0.45% ADT Route < 1 mile = 0.1% ADT Route >1 and <2 miles = 0.15% ADT Route >2 miles = 0.25% ADT • Enter in Step 1-Column B, 240 days • Enter in Step 1-Column C, 3 miles
	<u>Bicycle Lockers & Racks</u> • # Years Effectiveness • # Trips/Day (1-way) eliminated • Days/Yr	• Enter in Cost Effectiveness Inputs, 10 yrs • Enter in Step 1-Column A: Capacity of lockers x 1 trip/day Capacity of racks x 0.5 trips per day • Enter in Step 1-Column B, 240 days

Emission Reduction Inputs

Project Type/Worksheet Name	Input Data Needed	Default Assumptions
Shuttles / Rail-Bus Integration / Transit Info Project Type =6, 10a, or 10b Worksheet = wstr05.xlt	**<u>Shuttle/Feeder Bus, Rail-Bus Integration, and Transit Information Systems</u>**	
	• # Years Effectiveness	• Cost Effectiveness Inputs, 1 year
	• # Trips/Day (1-way) eliminated trips	• Step 1-Column A, For on-going service, use survey results For new service, use 50% seating capacity (max.)
	• Days/Yr eliminated trips	• Step 1-Column B, Enter number of operating days. Default =254 days/yr.
	• Trip Length (1-way) eliminated trips. Average trip length that will be eliminated due to shuttle passengers taking BART or CalTrain before accessing the shuttle.	• Enter in Step 1-Column C, 16 miles (Avg.)
	• # Trips/Day (1-way) new trips to access transit	• Step 2-Column A, Default is 50% of # Trips/Day Eliminated (Step 1-Column A)
	• Days/Yr new trips	• Enter in Step 2-Column B, same # as in Step 1-Column B.
	• Trip Length (1-way) new trips. Average trip length of shuttle passengers that drive from home to the BART/CalTrain station.	• Enter in Step 2-Column C, default is 3 miles for home to rail trips
	• Shuttle/vanpool vehicle gross vehicle weight (GVW)	• *For vans and shuttle vehicles, use Step 3A.* *For buses, use Step 3B.*
	• Vehicle fuel type	• Step 3A - Column B, enter gross vehicle weight. (Default use 1 for Vanpool, 2 for Shuttle)
	• Model Year	• Step 3A - Column C, enter appropriate emission rating. Use the Default Baseline for gas or diesel powered vehicles (unless vehicle has been certified to ULEV or cleaner standard.
	• Total annual miles VMT = [length of shuttle/van trip (one-way)] X [# one-way trips per day] X [# days of service per year]	• Step 3A – Column D, No Default • Step 3B – Column C, Default = 1 • Step 3B – Column D, No Default

Emission Reduction Inputs

Project Type/Worksheet Name	Input Data Needed	Default Assumptions
Arterial Management Project Type = 8a Worksheet = wsam05.xlt	**Arterial Management**	
	• # Years Effectiveness	• Enter in Cost Effectiveness Inputs: 2 yrs for signal timing/synchronization
	• Name of Arterial (not required)	• Enter under Column A the name of the arterial and the direction of travel.
	• Segment Length (miles)	• Enter under Column B the length of arterial over which speeds will be increased.
	• Days/Yr.	• Enter under Column C the number of days per year over which the project would affect traffic. Default equals 250 days.
	• Time Period (not required)	• Enter under Column D the time period over which the traffic volumes and speed will change (e.g. am peak, 4-7 pm, etc.). Include all the hours in a period that will benefit, not just the peak hour.
	• Traffic Volume	• Enter under Column E the traffic volume before implementation of the project for the corresponding Time Period and direction of travel.
	• Traffic Speed w/o the Project	• Enter under Column F the average traffic speed along the length of the arterial before implementation of the project.
	• Travel Speed w/ Project	• Enter under Column G the average estimated traffic speed along the length of the arterial after implementation of the project. *Note: Maximum increase in speed is 25%.*
Smart Growth	**Smart Growth / Traffic Calming**	No default assumptions can be provided for "smart growth" or traffic calming projects.

IV. BAAQMD TRANSPORTATION GRANT PROGRAMS

Program	Contact Person	Eligibility	Specifics
Regional Fund Competitive Program	Juan Ortellado 415-749- 5183 jortellado@baaqmd.gov	Public Agencies	Approximately $10 million available annually. Eligible project types set by statute include: ridesharing, shuttle services, clean air vehicle projects, bicycle facility improvements, arterial management, and smart growth.
County Program Manager Fund	Juan Ortellado 415-749-5183 jortellado@baaqmd.gov	Public Agencies	Funds vary annually and by county, proportional to motor vehicle registrations in the county. Eligible project types include as above for Regional Fund. Funds are allocated by the nine Bay Area County Congestion Management Agencies.
Vehicle Incentive Program (VIP)	Andrea Gordon 415-749-4940 agordon@baaqmd.gov	Public Agencies	Clean air vehicles (electric, hybrid- electric, natural gas) with a GVW of 10,000 lbs. or less. Must be certified to SULEV, or ZEV emission standard: hybrid electric SULEV ($2000), natural gas or propane SULEV ($4000), Hwy ZEV ($5000), City ZEV ($3000), neighborhood & 3-wheel ZEV ($1000)
Vehicle Buy Back Program	1-888-690-CASH tfca@baaqmd.gov	Individuals	The District pays $650 to scrap your qualifying 1985 or older vehicle. **Voluntary program.**
Carl Moyer Program (funded by CARB)	David Burch 415-749-4641 dburch@baaqmd.gov	Public and Non-Public Entities	Funds incremental cost to repower heavy-duty diesel engines with natural gas engines or new diesel engines in specified vehicles and applications.
Lower-Emission School Bus Program (funded by CARB)	Karen Chi 415-749-5121 kchi@baaqmd.gov	Public School Districts	This program has two components: 1) School bus replacement program 2) Particulate Matter (PM) retrofit program
Other TFCA Programs			
Program	**Contact Person**	**Eligibility**	**Specifics**
Smoking Vehicle Program	1-800-EXHAUST www.baaqmd.gov/exhaust exhaust@baaqmd.gov	Anyone	Provide the license number, date, time, and place a smoking vehicle is spotted. The District sends a letter to the vehicle owner notifying them of the air quality consequences, warning them of possible citation, and encouraging vehicle repair.
Spare the Air	www.sparetheair.org	Anyone	Advisories available when particulate matter (PM2.5) is predicted to be at concentrations unhealthy for the general public.

APPENDIX A

QUARTERLY FUNDING STATUS REPORT

Date: _____

TFCA Funds Reprogrammed

BAAQMD Project #	Project Sponsor	Project Name	TFCA Funds Allocated	TFCA Funds Reprogrammed	TFCA Funds Reprogrammed to (Project # or FY)	Project Name	Written Request Sent to District Yes/No	Comments

Note: Please provide information for all TFCA funds that were reprogrammed to another project or fiscal year

APPENDIX B

(SAMPLE) PROJECT INFORMATION

A. Project Number: 05CA01 B. Project Sponsor: City of Clean Air

C. Project Contact: Jane Doe D. Contact Phone #: (012) 345-6789

E-mail: janedoe@cleanair.ci.ca.us

E. Project Title: Class 2 Bicycle Lanes – Main Street

F. TFCA $ Allocated: $ 15,000 G. Total Project Cost: $ 120,000

Other Funding:	Amount	Source
	$105,000	City of Clean Air

H. Project Description: (Include information regarding what, how many, frequency, location, expectations, size of target population, etc. as appropriate. Background information or justification should be brief.)

City of Clean Air will install Class 2 bicycle lanes on a 2.0 mile segment of Main Street, between Broadway Blvd. and First Street. The project will require widening the paved roadway surface (to eight feet wide) to provide adequate width for the bicycle lanes. The City will strip and sign approximately two miles of bikes lanes. The proposed striping is a nine-feet parking lane, eight-feet bike lane, and eleven-feet travel lane in each direction.

This segment of the bicycle lanes is part of the Countywide Bicycle Plan and will eliminate the last remaining gap in bicycle lanes on Main Street between First Street corridor and Last Street corridor. This project will support increase in bicycle activity on Main Street and enhance safety for the bicyclists and pedestrians.

The project is scheduled to start on June 1, 2005, with construction phase lasting from September 1, 2005 to February 1, 2006. The post-construction data collection will begin on April 1, 2006 for the Final Report to be submitted on July 1, 2006.

I. Project Schedule: Start Date (mo/yr) June 1, 2005 Final Report Due Date (mo/yr) January 1, 2006

J. Final Report Content: Complete and submit Project Monitoring Form 3, Bicycle Projects

K. Attach copy of cost-effectiveness worksheet. Cost-effectiveness worksheets are not needed for the following project types: electric vehicle charging infrastructure; natural gas vehicle fueling infrastructure; clean air vehicle passenger cars, pick-up trucks, and vans with a GVW of 10,000 lbs. or less; clean air buses, heavy-duty trucks, and street sweepers.

L. Comments (if any):